SendSS
State Electronic Notifiable Disease Surveillance System

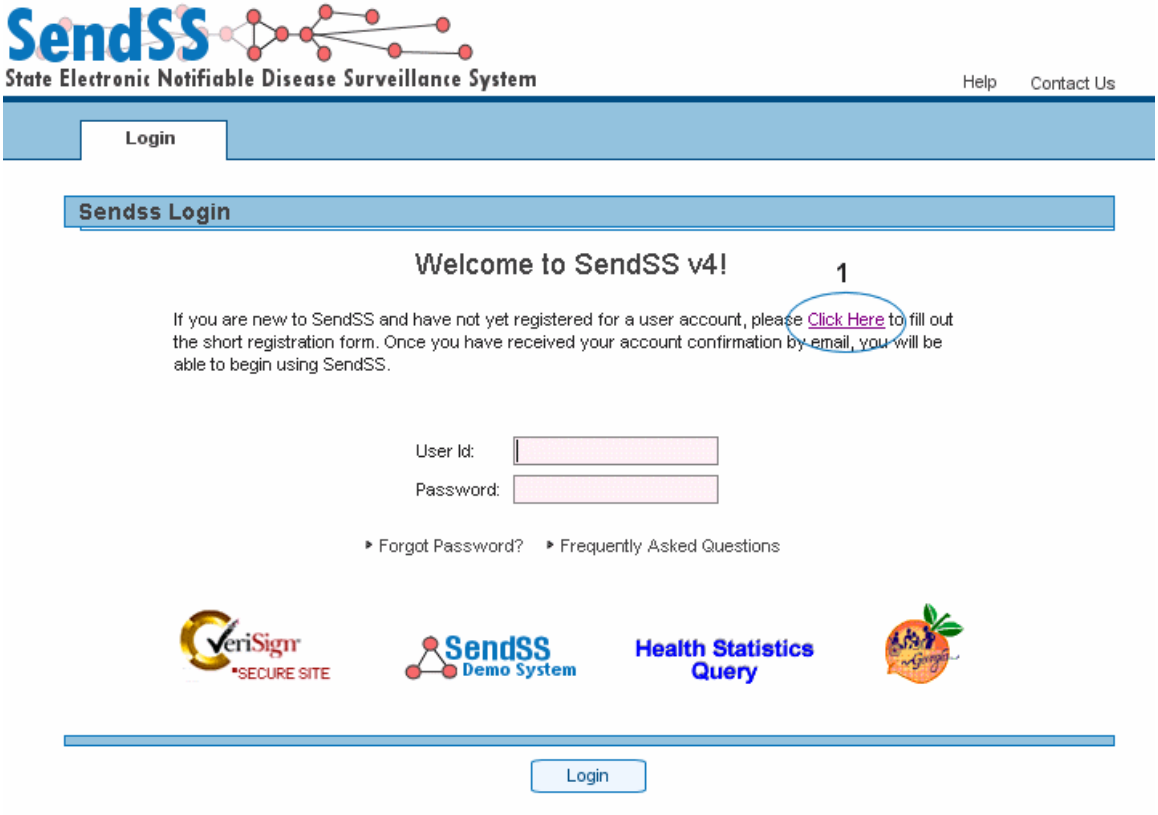
Registration and Login Manual for Uploading Lead Report Files

Version 4.0

Contents

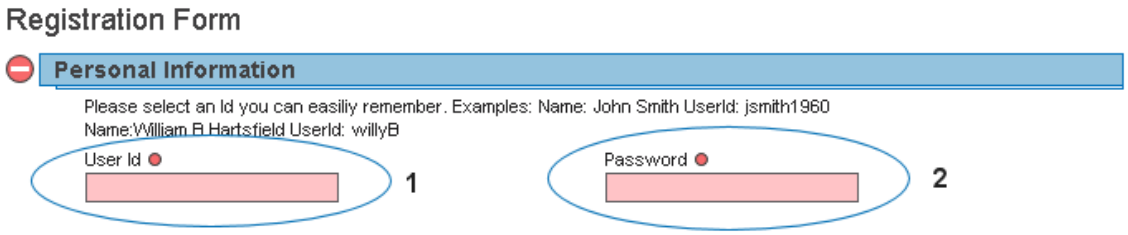
Registration Procedure	**3**
Registration Form	3-5
Registration Acknowledgment	6
Forgot Password	**6**
Requesting a password reminder email	6
Logging In	**6-7**
First Time Logging in	6
Disclaimer	7
Lead File Upload Process	**8-10**

Registration procedure



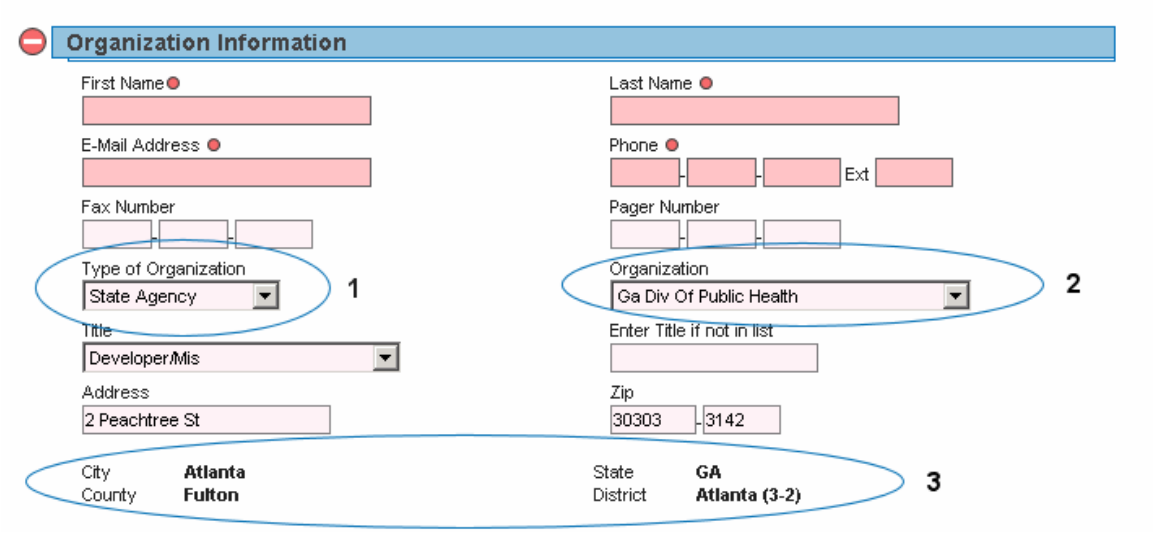
The home page can be accessed with the following URL and is best viewed using Microsoft Internet Explorer Version 6.x.x. https://sendss.state.ga.us

In gain access to SENDSS you will first need to fill in a registration form and create a login.
This can be done by pressing “Click Here” as shown above [1].

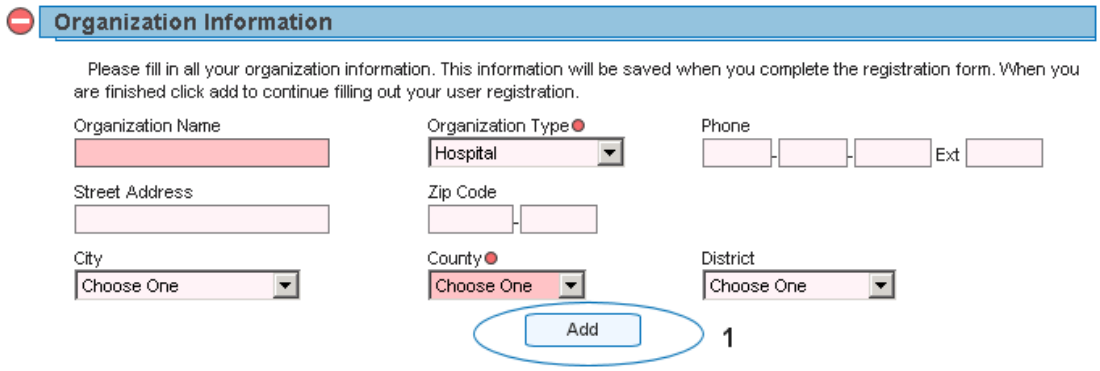


- **Remember to use a userid that is easily remembered**
- **Fill out Password Information**

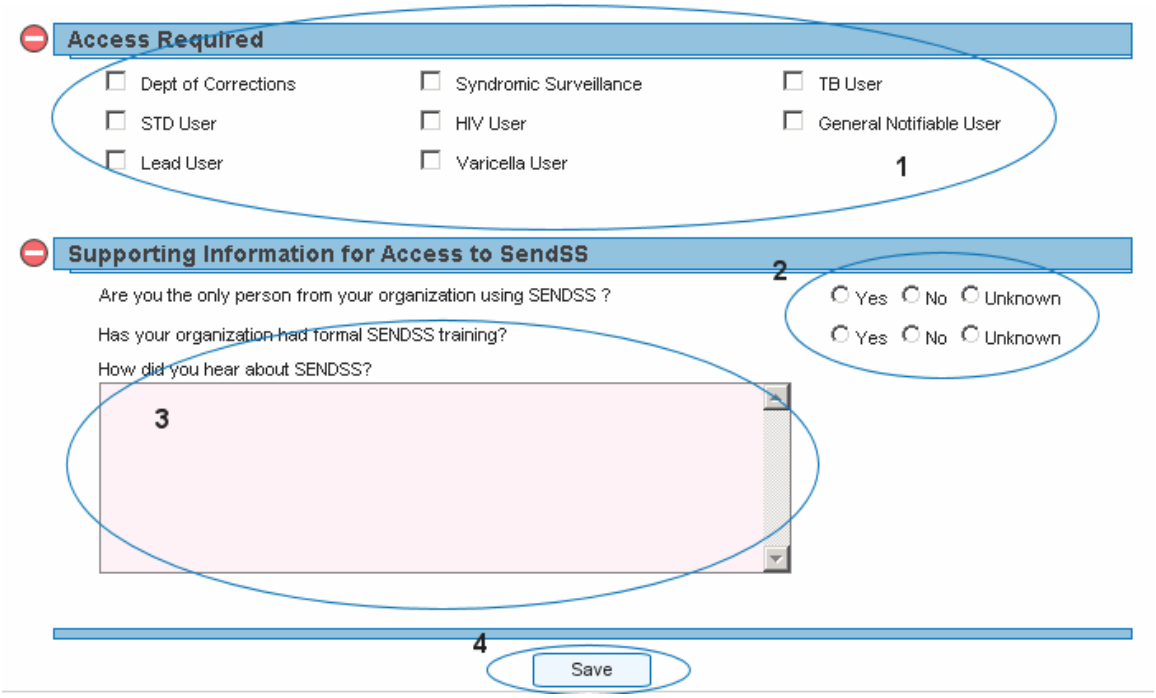
Registration Form (Continued)



1. Select the type of organization you will be entering cases for.
2. Select the name of your organization. If you cannot find your organization select “Enter a New Organization” from the select box and the section will change and appear as below.
3. City, County, State, and District are not editable once an organization is entered into SendSS. If all the information for this section does not appear when you select an organization, you will be asked to provide it the first time you log in to SendSS.

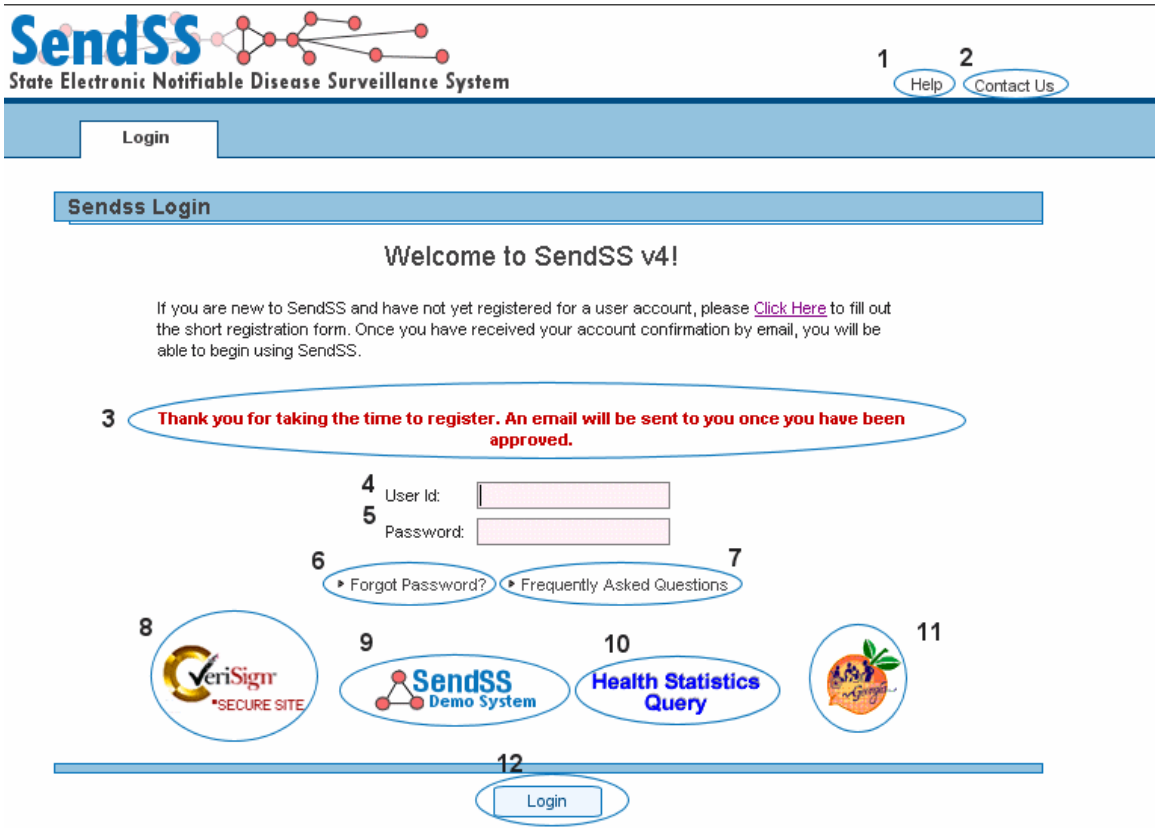


1. This section appears if a new user needs to enter an organization for which SendSS does not have a current user. Please fill in all information and press “Add”. Then continue filling out the registration form.



1. Select the type of access you will require from SendSS from section 1. Please check at least “**Lead User**”
2. Please answer the questions in section 2.
3. Enter any comments is this section
4. Press “Save” to complete your registration.

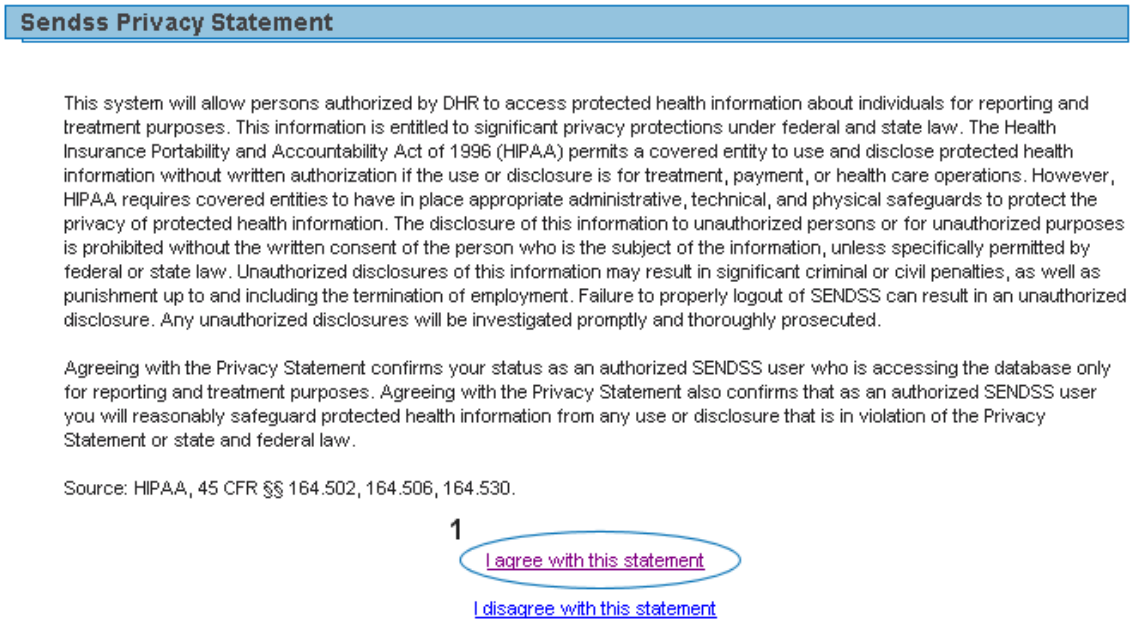
Signing In



Key to features

1. Help – A link to documentation and manual for SendSS version 4.0
2. Contact Us – Send an internal message
3. Warnings and Messages – Text will appear in red to alert users of failed logins or other relevant messages such as successful registration.
4. User Id – Enter the user id you chose when registering
5. Password – Enter the password you chose when registering. This password must be reset every 3 months. After 3 months SendSS will allow 3 grace logins before locking your account. You will be prompted to change you password at this time.
6. Forgot Password – Click here to request your password
7. Frequently Asked Questions –
8. VeriSign -- The certificate authority utilized by SENDSS is Verisign. Clicking on the graphic will display the validity of the SSL certificate.
9. Sendss Demo System -- Clicking on this image will take you to the Demonstration site. A separate registration is required to access this site
10. Health Statistics Query -- This link will take you to the Notifiable Disease Query
11. Georgia Peach – Click this image to access the Georgia State Epidemiology Web site.

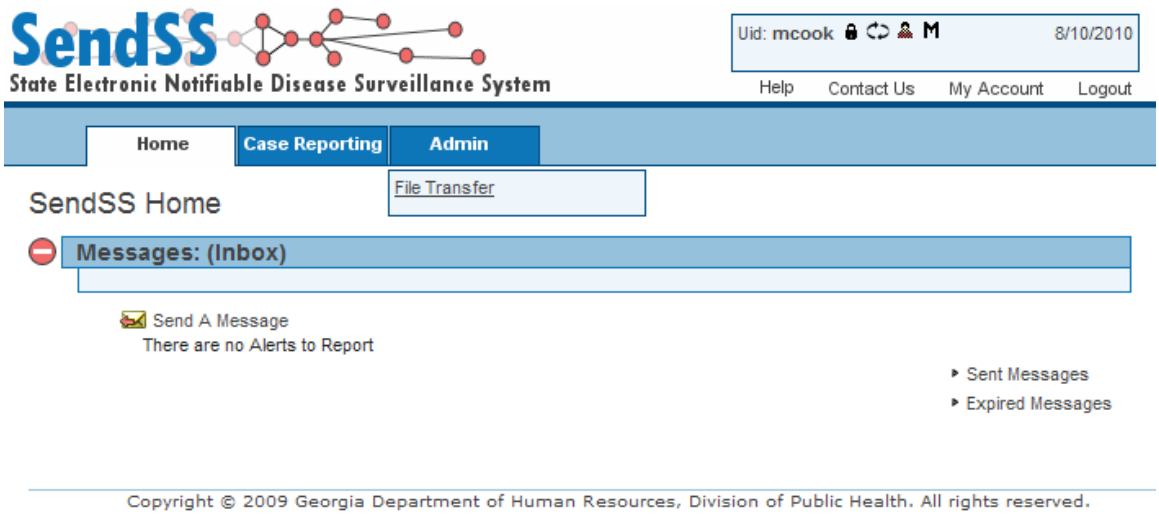
SENDSS - Disclaimer



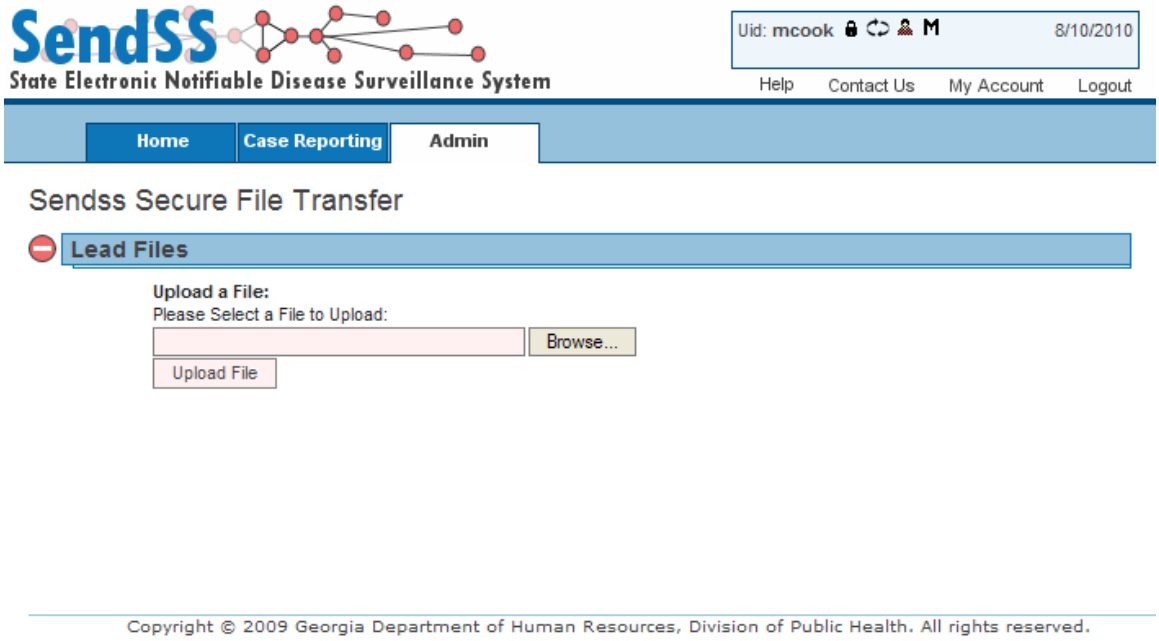
Before you can enter the system, you must accept the Privacy Statement [1]. Selecting "I disagree with this statement" will terminate your login and return you to the login page.

File Upload Process

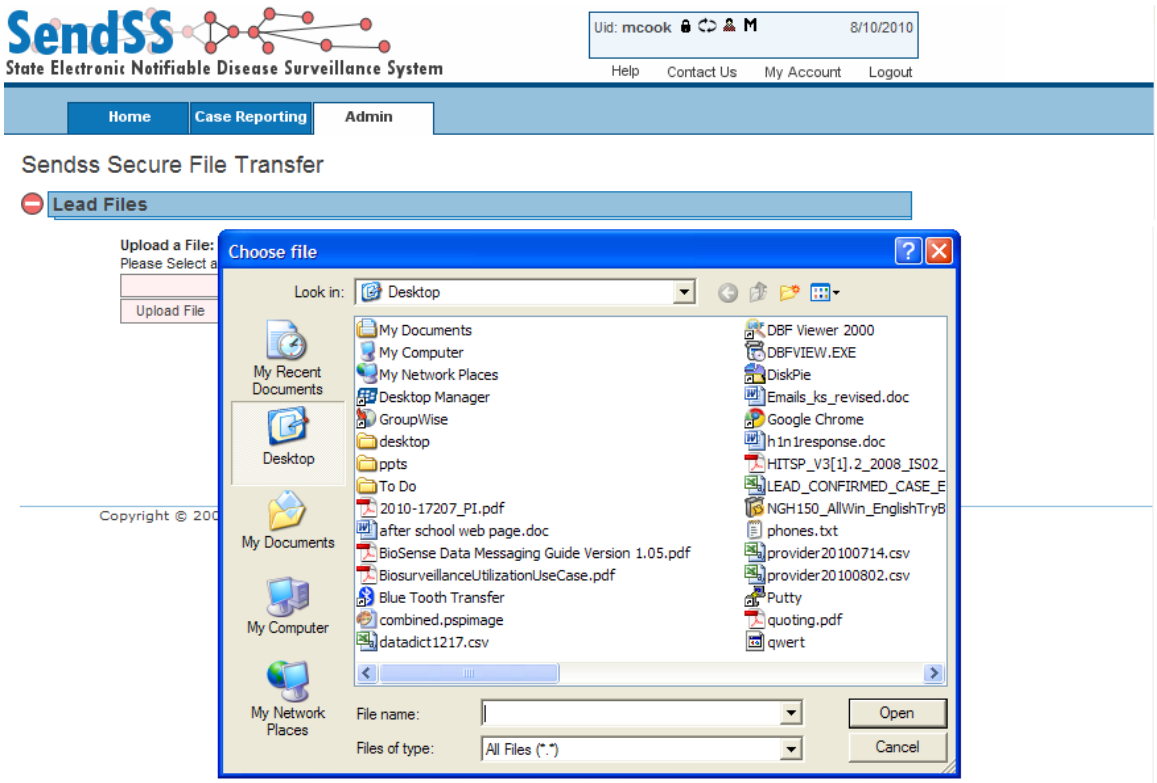
To upload a lead report file, begin by moving your mouse over the “Admin Tab” and clicking on the “File Transfer” menu item:



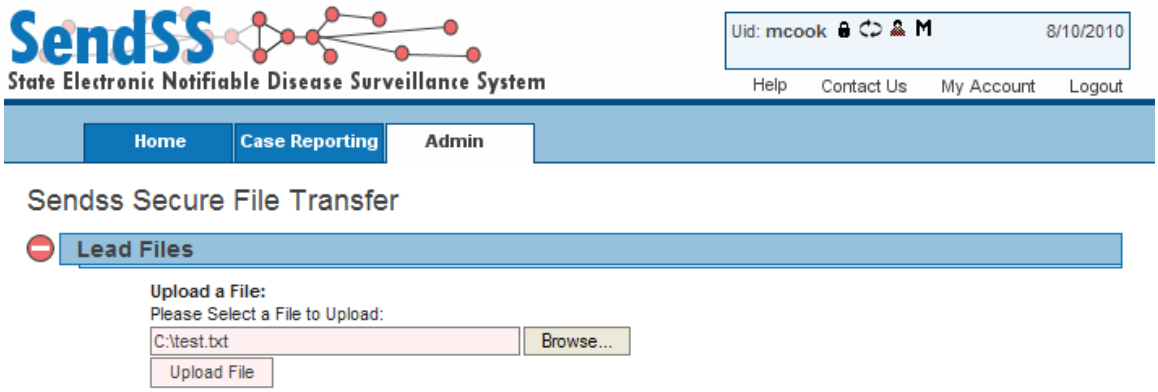
You will see a screen that asks you to select a file for uploading. To do this, click the browse button:



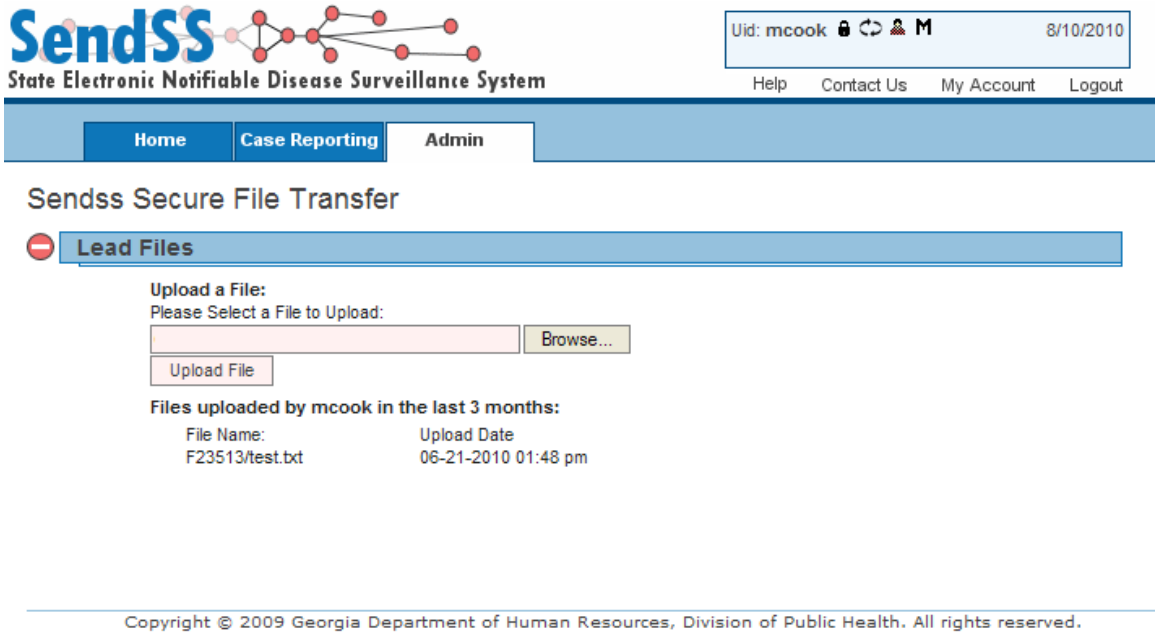
Locate the folder where you have saved the lead report files and then click the file name. After clicking on the file, click the open button:



You should see the file name, you selected appear in the box next to the browse button:



Click the “Upload File” button. Once the file is uploaded the screen will refresh and the file will appear in the list of recently uploaded files, as below:



You are finished!